# Re-validation: FAO Provider Quick Reference

Business Rules

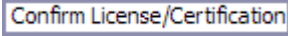- As each step is entered for the first time, the **Business Process Wizard** will set the **Start Date** to the current system date.
- Within the application, the required fields are indicated with an asterisk **(*)**.
- Enrollment steps can affect other steps. When this occurs, the system changes the values of the **Required** and **Status** fields.
- When the requirements are completed in a **Step**, the **Business Process Wizard** will set the **End Date** to the current system date.
- When using the **Filter By** feature, the percent sign **(%)** acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- Format the **Start and End Dates** using the **mm/dd/yyyy** format.
- The **Pay-To** address fields will be disabled in the **Add Locations** step.
- The **835 Assignment** will be disabled in the **Add Locations** and **Associate Billing Agent** steps.
- When a **Taxonomy Code** is entered, the system validates the code against the taxonomy file stored in **CHAMPS**.
- Use the **Cancel** button to close out of a window, **DO NOT** click the ⊠ to exit the page. If the ⊠ button is used by mistake, press the **F5** button on your keyboard to refresh the page.
- Contact the **CHAMPS Hotline** at **1-888-643-2408** or **CHAMPS@michigan.gov** for expert assistance.

Action	Re-validation: FAO Provider Login to CHAMPS	Notes
Login to CHAMPS	1. Access **CHAMPS** using **SSO** 2. Follow **CHAMPS** login screen prompts 3. Click the **Provider** tab 4. Click the **Provider Enrollment** hyperlink 5. Click the **Track Applications** hyperlink 6. Enter the **Application ID** (14-digit number) 7. Click the **Submit** [Submit] button	• Must apply for access to CHAMPS System
Action	**Re-validation: FAO Provider Step 1: Provider Basic Information**	**Notes**
Step 1: Provider Basic Information	1. Click the **Provider Basic Information** hyperlink from the **Business Process Wizard** 2. Review populated data fields for accuracy 3. Complete required and any desired optional fields 4. Click the **Finish** [Finish] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Basic Information** page displays. • The **SSN/EIN/TIN** and **NPI** fields will be disabled. • To modify **Basic Information**, click the **Step 1: Provider Basic Information** hyperlink from the **Business Process Wizard**.

Action	Re-validation: FAO Provider Step 2: Add Locations	Notes
Step 2: Add Locations	1. Click the **Add Locations Details** hyperlink from the **Business Process Wizard** 2. Verify the information on the list page 3. Click each **Location Type** hyperlink 4. Verify the information 5. Edit or complete required and any desired optional fields 6. Click the **Save** [Save] button 7. Click the **Add Address** [Add Address] button 8. Enter **Street Address** and **Zip Code** information or select appropriate **Radio** button (see Notes) 9. Click the **Validate Address** [Validate Address] button 10. Complete required fields and any desired optional fields 11. Click the **OK** [OK] button. Repeat steps 7 – 11 for each additional **Address Type** 12. Click the **Save** [Save] button 13. Click the **Close** [Close] button. Repeat steps 3 - 13 for each additional **Location Type** 14. Click the **Close** [Close] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Provider Locations List for Enrollment** page displays. • **Locations** display as hyperlinks on the **Locations List** page. • Available **Location Types** are **Primary Practice Location** and **Other Office/Servicing Location**. • For **FAO Provider**, a **Primary**, **Correspondence**, and **Pay-To Address Type** are **required**. A **Remittance Advice** address is required if a paper copy is desired. During **Re-validation**, the **Primary Address** will be pre-populated. The **Pay-To** address will be disabled. • Click the **Copy Primary Practice Location** [○ Copy Primary Practice Location] radio button if the **Correspondence** address is the same as **Primary** address, and the fields will automatically populate with the **Primary** address information. • Click the **Copy This Location Address** [○ Copy This Location Address] radio button if address is the same as an existing address and the fields will automatically populate with the appropriate address information. • The **Validate Address** button validates specified address information. A message displays **'Address validation successful'** and the address is standardized. • You must click the **Validate Address** [Validate Address] button for all **Address Types** except **Pay-To**. • To modify **Location Details**, click the **Step 2: Locations** hyperlink from the **Business Process Wizard**.
Action	Re-validation: FAO Provider Step 3: Add Specialties	Notes
Step 3: Add Specialties	1. Click the **Add Specialties** hyperlink from the **Business Process Wizard** 2. Verify the information on the list page (to add a specialty, go to step 3, otherwise go to step 6) 3. To **Add** a **Specialty**, click the **Add** [Add] button 4. Complete required and any desired fields 5. Click the **OK** [OK] button 6. Click the **Close** [Close] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Specialty List for Enrollment** page displays. • Once a **Specialty** is selected, the page refreshes with the available **Subspecialties** for the chosen **Specialty**. • To modify **Specialties**, click the **Step 3: Specialties** hyperlink from the **Business Process Wizard**.

Action	Re-validation: FAO Provider Step 4: Add Licenses and Certifications	Notes
Step 4: Add Licenses and Certifications	1. Click the **Licenses and Certifications** hyperlink from the **Business Process Wizard** 2. Click the **License/Certification Type** hyperlink 3. Verify the information on the list page 4. Click the **Confirm License/Certification** `Confirm License/Certification` button 5. Click the **Save** `Save` button 6. Click the **Close** `Close` button. Repeat steps 2 – 6 for each additional **License/Certification Type** 7. Click the **Close** `Close` button. The screen returns to the **Business Process Wizard** enrollment page	• The **Provider License/Certification List for Enrollment** page displays. • To modify **Licenses/Certification**, click the **Step 5: Licenses/Certification Details** hyperlink from the **Business Process Wizard**.
Action	Re-validation: FAO Provider Step 5: Add Mode of Claim Submission	Notes
Step 5: Add Mode of Claim Submission	1. Click the **Add Mode of Claim Submission** hyperlink from the **Business Process Wizard** 2. Select desired **Mode(s) of Claim Submission** 3. Click the **OK** `OK` button. The screen returns to the **Business Process Wizard** enrollment page	• The **Submission Method for Enrollment** page displays. • At least one **Mode of Claim Submission** must be selected. • Attempting to submit a claim using a **Mode of Claim Submission** that has **NOT** been selected will result in the claim being rejected. • If **Billing Agent** mode is selected, the **Billing Agent** step changes from optional to **Required**. • To modify **Mode of Claim Submission**, click the **Step 6: Mode of Claim Submission** hyperlink from the **Business Process Wizard**.
Action	Re-validation: FAO Provider Step 6: Associate Billing Agent	Notes
Step 6: Associate Billing Agent	1. Click the **Associate Billing Agent** hyperlink from the **Business Process Wizard** 2. Verify the information on the list page 3. Click the **Close** `Close` button. The screen returns to the **Business Process Wizard** enrollment page	• The **Billing Agent List for Enrollment** page displays. • To modify a **Billing Agent**, click the **Step 7:** Associate **Billing Agent** hyperlink from the **Business Process Wizard**.

Action	Re-validation: FAO Provider Step 7: Add Ownership Details	Notes
Step 7: Add Ownership Details	1. Click the **Add Ownership Information** hyperlink from the **Business Process Wizard** 2. Click the **Add** button 3. Select **Ownership Type** from the **Owner Type** drop-down list 4. Enter **Address Line 1** and **Zip Code** fields 5. Click the **Validate Address** `Validate Address` button 6. Complete required and any desired optional fields 7. Click the **OK** button. Repeat steps 2 – 7 for each additional **Owner** 8. If Provider has 5 percent or more ownership in other entity that is reimbursable by Medicaid/Medicare, click the **Add Other Owned Entity** `Add Other Owned Entity` button. If not, go to step 13 9. Enter **Address Line 1** and **Zip Code** fields 10. Click the **Validate Address** `Validate Address` button 11. Complete required and any desired optional fields 12. Click the **OK** `OK` button. Repeat steps 8 – 12 for each additional **Other Owned Entity** 13. Click the **Close** `Close` button. The screen returns to the **Business Process Wizard** enrollment page	• The **Provider Ownership List for Enrollment** page displays. • **Ownership** information is only required if the Provider owns more than 5 percent interest in this entity or in another entity reimbursable by Medicaid/Medicare. • The **Validate Address** button validates specified address information, pre-populates **City/Town, State/Province, County** and **Country**. A message displays **Address Validated** and the address is standardized. • To modify **Ownership**, click the **Step 8: Ownership Details** hyperlink from the **Business Process Wizard**.
Action	Re-validation: FAO Provider Step 8: Add Taxonomy Details	Notes
Step 8: Add Taxonomy Details	1. Click the **Add Taxonomy Details** hyperlink from the **Business Process Wizard** 2. Click the **Add** `Add` button 3. Enter the **Taxonomy Code** 4. Click the **Confirm Taxonomy** `Confirm Taxonomy` button. The **Taxonomy Code** is validated and the page refreshed with the **Description** field populated 5. Complete required and any desired optional fields 6. Click the **OK** `OK` button. Repeat steps 2 – 6 for each additional **Taxonomy Code** 7. Click the **Close** `Close` button. The screen returns to the **Business Process Wizard** enrollment page	• The **Provider Taxonomy List for Enrollment** page displays. • At least one **Taxonomy Code** must be added. • **Taxonomy Codes** are **Alpha numeric** and always in upper case. • To view a list of available **Taxonomy Codes**, click the ◀ on the `◀ (Click here for Taxonomy List)` hyperlink**.** • To modify **Taxonomy Codes**, click the **Step 9: Taxonomy Details** hyperlink from the **Business Process Wizard**.

Action	Re-validation: FAO Provider Step 9: Complete Enrollment Checklist	Notes
Step 9: Complete Enrollment Checklist	1. Click the **Complete Enrollment Checklist** hyperlink from the **Business Process Wizard** 2. Answer each question by selecting appropriate answer from the **Answer** drop-down list 3. Add comments in **Comments** section if required 4. Click the **Save** [Save] button 5. Click the **Close** [Close] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Complete Provider Checklist for Enrollment** page displays. • The selected **Enrollment Type** determines which **Checklist** questions are displayed. • Answers to the questions determine if a **Comment** is **Required.** • To modify the **Enrollment Checklist**, click the **Step 10: Complete Enrollment Checklist** hyperlink from the **Business Process Wizard**.
Action	Re-validation: FAO Provider Step 10: Submit Enrollment Application for Approval	Notes
Step 10: Submit Enrollment Application for Approval	1. Click the **Submit Enrollment Application for Approval** hyperlink from the **Business Process Wizard** 2. Click the **Next** [Next] button 3. Select the **Checkbox (…I certify and accept…)** 4. Click the **Submit Application** [Submit Application] button 5. Click the **OK** [OK] button. The screen returns to the **Business Process Wizard** screen. The **Status** of the application changes from **"In-Process"** to **"In-Review"** 6. Click the **Close** [Close] button to close the **Business Process Wizard** page	• The **Submit Enrollment Application for Approval** page displays. • After the application is submitted for approval, Providers cannot change enrollment information until the application has been approved. • The **Track Existing Application** page displays.